

## PROCEEDINGS OF THE GREEN BAY WATER COMMISSION

Meeting of the Water Commission held at 8:30 a.m., Monday, May 11, 2015 at the Water Utility office.

Present: James F. Blumreich, Leon R. Engler, Kathryn Hasselblad-Pascale, Lisa M. Bauer Lotto, Douglas J. Martin, John C. Heugel, Nanette M. Nelson. Also present: Alderperson Thomas G. Sladek, General Manager Quirk, Comptroller Mueller, Engineering Services Manager Powell, Water Commission Attorney Vande Castle, and Recording Secretary Smith.

### Action items

1. The meeting was called to order by President Blumreich. A motion was made by Hasselblad-Pascale, seconded by Nelson, and unanimously carried to approve the regular Water Commission Meeting Minutes of April 13, 2015.
2. General Manager Quirk stated the staff recommends that the project "Green Bay Water Utility Dredging of Sludge Lagoon No. 1" be awarded to low bidder Synagro for the bid amount of \$90,790.00. A motion was made by Engler, seconded by Martin, and unanimously carried to approve the staff's recommendation.

### Information Items

3. Water Commission members reviewed the financial report. Comptroller Mueller presented the Green Bay Water Utility financial statements as of March 31, 2015 and the April 30, 2015 Cash Position.
4. General Manager Quirk presented her report to the Water commission:

The Utility was notified of the retirement of the current Distribution Lead Locator. His official leave date will be September 1, 2015, but he will be working 1 day per week beginning June 8<sup>th</sup>. During that time, he will train his replacement. The replacement position of Distribution Lead Locator was accepted by an internal candidate, whose previous position is currently under the internal posting process.

The Village of Wrightstown held a pre-construction meeting on April 16<sup>th</sup>. Their first construction meeting will be held the May 20<sup>th</sup>. The project is anticipated to start on the week of May 25<sup>th</sup> in Ashwaubenon.

The DNR rejected Wrightstown's proposal of thinner PVC pipe for the Wrightstown project. The Village asked that the DNR reconsider. The DNR requested that the Village perform, and present the results of, surge analysis using the Village's requested pipe size.

General Manager Quirk will be in Anaheim, California, for the annual American Water Works Association Conference, June 5<sup>th</sup>-11<sup>th</sup>. The commission discussed moving the upcoming Water

Commission meeting from June 8<sup>th</sup> to June 15<sup>th</sup>, as General Manager Quirk would be absent. Also going to the conference are Engineering Services Manager Powell and the Green Bay Team of "Top Ops" and "Meter Madness," who won at the Wisconsin competition, as they will be competing at the national level.

The generator projects at the Filter Plant and Grandview Booster Station are complete and the generators are now in operation.

Pumping Operations Manager Landwehr had directed that a lake pump be pulled out for rehabilitation. Inspection of the pump showed that some interior parts were corroded and may have been contributing to lowered efficiency. It will be repaired and replaced. The Utility plans to rehabilitate each of the remaining 5 lake pumps over the next couple of years, as well.

The Utility has come to an agreement with Comcast to put equipment on their tower near our Filter Plant that would make SCADA system signals out to the Filter Plant and the Lake Station more efficient.

Patrick Glynn of Carlson Dettmann is continuing his work on the Utility's salary study. The Utility is providing him with data and job descriptions.

IT Director Brunner recently attended a cyber security session. He is taking action to further secure the Utility system and has also directed the staff on implementing additional safety precautions.

There are two open positions remaining for summer help employment. The Utility will be interviewing four people to potentially fill these positions. These employees would perform maintenance work such as washing walls and painting hydrant nozzles.

Unidirectional flushing in the 7th Street zone is complete; the crews continue to flush in the Bader zone. The Utility has begun working in the Hobart zone. Unidirectional flushing is anticipated to be complete by the end of August or September. This year, the Utility had increased educational efforts by implementing "A" frame signs, postcards to residential properties, and letters to non-residential properties. This effort appears to have been helpful as crews have noticed that, compared to last year, fewer people are coming up to the crew on-site and inquiring about their work.

General Manager Quirk, Comptroller Mueller, Billing Administrator Couillard, and Customer Records Coordinator Wielgus met with the Village of Wrightstown to discuss the Green Bay Water Utility potentially taking on Wrightstown's billing program and implementing changes to make their program more similar to the Utility's. The City of De Pere has also expressed interest in exploring having the Utility take on their billing. Commission members inquired about and discussed this, including advances in technology efficiency which would allow for current staff to implement these billings and also at what point it would no longer be profitable to the Utility.

Drinking Water Week was May 3-9, 2015. There was a contest on Facebook that anyone who "liked" the Green Bay Water Utility Facebook page could come to the office and get a free water bottle.

General Manager Quirk requested that, at the advice of both the Green Bay Water Utility attorney and the City of Green Bay Attorney, and based on discussion with multiple other municipalities, that the Water Commission be held in open session for the auditor's report. The commission members held a dialogue about the pros and cons of going into open session.

General Manager Quirk reported that she, Engineering Services Manager Powell, and Water Quality Manager Hardwick met with two more of the Utility's twelve largest customers to date. Proctor and Gamble had decreased their pumpage by 10% from last year. Georgia Pacific will be implementing water conservation efforts. A water main under their parking lot will be re-directed so it is no longer under the lot.

5. Motion made by Hasselblad-Pascale, seconded by Bauer Lotto, and unanimously carried to adjourn the meeting.

Meeting adjourned at 10:17 a.m.

Respectfully submitted,

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Leon R. Engler, Secretary